



Integrated Management Navigation System (I-MANAGE) Program Newsletter

Message from the I-MANAGE Program Manager
Chris Simpson

November 2003

Highlights of the I-MANAGE Program Executive Steering Committee Meeting

The I-MANAGE Program Executive Steering Committee (ESC) met on October 8, 2003, to make decisions on action items for the I-MANAGE Program dual functions for OMBE Project initiatives and the ePME initiative sponsored by Offices of Science and Energy Efficiency and Renewable Energy. The committee was pleased that Karen Evans, Associate Director for Information Technology (IT) and E-Gov initiatives at OMB, formerly DOE's Chief Information Officer, was able to attend a final Steering Committee Meeting. Other Steering Committee members in attendance included Jim Campbell (Co-Chair), OMBE, Mike Kane, NNSA, Jim Decker, SC, David Garman, EE, and Lesley Gasperow, OA, representing Glen Podonsky.

Project Review

The first item of Business for the committee was an overview presentation for an update on the current status of the *Standard Accounting and Reporting System (STARS)*. Since approval of the STARS baseline requirements and system design at the last I-MANAGE Program ESC meeting, significant progress has been made and the project has now moved into the Development Phase.

As the STARS Team continues to move forward, the *To-Be* processes are being defined and will represent future-state Departmental accounting functions and processes. Training and process documents will be generated from these *To-Be* processes to assist in the transition from DISCAS to STARS. In addition, values are being determined for key fields based on input from field and program offices. Efforts to develop conversion routines, interfaces, and reports are also underway. On August 28, 2003, Helen Sherman, Director of Finance and Accounting Policy, signed and distributed a memo to all Field CFOs providing information on the Integrated Contractor Interface data format requirements. This information is available on the I-MANAGE website. In preparation of System Acceptance testing, a series of System Integration Testing cycles and unit module testing cycles are being planned with the first test in October 2003. To facilitate implementation of the new accounting system, an Accounting Transition Plan has been developed by the STARS Deployment Managers to assist with the closing of the Department's legacy accounting and reporting systems, DISCAS and MARS. This plan was provided to Field CFO's for comment on November 14, 2003.

Oracle Federal Financials has recently been re-certified by the Joint Financial Management Improvement Program (JFMIP) as meeting the Core Financial Systems Requirements. The version of software used for the certification testing has been released by Oracle and has been implemented for testing. Plans are to lockdown the software version in the January 2004 timeframe. Major software upgrades will resume after STARS has been deployed.

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Overview of I-MANAGE Program ESC Decisions

Recommendation #1 – Build Cost Accounting capability into STARS, but implement it in stages to allow the Department's organizational structure to evolve to capture standard/consistent cost accounting data.

➤ **This recommendation was Approved – With an inclusion as follows.**

Authorized the creation of a senior level Policy Working Level, chaired by Chris Simpson, to review the Department's organizational and cost accounting needs and develop a report/recommendation for the Executive Steering Committee by March 31, 2004.

Presentation: The Department has decided that the new STARS financial accounting system will provide managerial cost accounting. Information on the organizational element of cost will be captured in the reporting entity segment of the STARS Accounting Flex Field (AFF). The STARS Project Team consulted with a wide range of individuals in the Department to solicit their proposed Reporting Entity values, including both Field and Headquarters personnel. The I-MANAGE Approach is evolutionary, not revolutionary, and will include: 1) Establishing consistency in managerial cost accounting and the use of standard cost centers will require organizational restructuring and a major change in DOE culture; 2) Configuring the system now so that DOE can make this change gradually without having to modify the system configuration or convert data; and 3) Leveraging the system to establish an initial cost center hierarchy, and move towards a common hierarchy as the organization becomes more familiar with the concepts and software. In FY 2005, organizations will provide actual Cost Centers to the Project Team for incorporation into the reporting entity segment of the AFF of STARS. This field is already configured and ready to accept these cost centers. In addition, there are no plans to require standard cost accounting from the DOE Labs/Integrated Contractors.

Recommendation #2 – Defer decision on the future use of Joule until more information from the vendor is available. (Joule is proprietary business software commercially developed and maintained by the vendor, and is not built to National Standards, therefore, will not interface with STARS and/or the Standard Budget System (SBS). A replacement solution for the Joule software must be determined).

➤ **This recommendation was Approved – Deferred until January 2004.**

Recommendation #3 – Approve the Data Warehouse Requirements Baseline

➤ **Approved as presented.**

Presentation: The *I-MANAGE Data Warehouse (IDW)* Project Team conducted over 25 interviews (50 Departmental staff participated) with representatives from the Headquarters Program and Field Offices including a few Integrated Contractors as well as the Power Marketing Administrations to gather Departmental business requirements. This information was consolidated and a Draft Requirements document was prepared and distributed to the IDW Requirements Team and the I-MANAGE Integration Team for final review, with the Project Team receiving written comments and feedback from 45 interviewees. The Project Team and organizational representatives considered nearly 300 requirements, resulting in: 127 approved functional business requirements, defined as functional business requirements of a world-class data warehouse; 72 general requirements, defined as generic requirements applying to any automated business system; and 31 technical requirements, defined as specific technical infrastructure or connectivity requirements. Comments were addressed and incorporated into the Data Warehouse Baseline Requirements Document and completed as of September 30, 2003.

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Recommendation #4 – Approve the Standard Budget System Requirements Baseline

➤ **Approved as presented.**

Presentation: The *Standard Budget System (SBS)* Project Team held the SBS kick-off meeting and initial working session during July 2003. The SBS Project Team met with representatives from the Field, Headquarters Programs, and Integrated Contractors as well as Power Marketing Administrations to conduct interviews on Departmental budget requirements. Information was consolidated and a Draft Requirements document was circulated for comments, with the Project Team receiving written comments and feedback from 42 interviewees. The Project Team and organizational representatives considered 136 requirements, with 5 requirements cancelled based on discussions with users and/or removed as duplicates. The SBS Baseline Requirements Document was completed September 30, 2003. These requirements will be provided to potential software vendors as the “target” for their offering using a performance based solicitation approach. The requirements plus live test demonstration of software capabilities will be used to select the best solution. Best approach is to conduct live test demonstrations by multiple vendors as well as requiring the primary end-users of the new system to be fully engaged during the live test demos.

Moving Forward with I-MANAGE Projects

The *Standard Accounting and Reporting System (STARS)* Project Team is scheduled to start User Acceptance Testing by May 1, 2004, and this will require: multiple iterations of system and integration tests to include all accounting processes, conversions, and interfaces necessary to operate the system; performance and stress tests; and, comprehensive testing of the Cyber Security Plan. In order to implement STARS, the Cyber Security Certification and Accreditation must be completed and approved. This activity is scheduled to begin in February 2004 with a planned completion date of July 2004. The STARS User Acceptance Testing is targeted to be completed by July 30, 2004.

The *I-MANAGE Data Warehouse (IDW)* Project Team schedule is to complete the IDW Design Baseline by March 31, 2004. The IDW set-up and configuration is targeted to be ready for Testing by June 30, 2004; and the IDW User Acceptance Testing to be completed by August 15, 2004.

The *Standard Budget System (SBS)* Project Team schedule is to develop the SBS Acquisition Plan by March 31, 2004. The SBS COTS/GOTS solution acquisition date is June 30, 2004; and SBS Design Baseline is targeted to be completed by September, 2004.

The *Corporate Human Resource Information System (CHRIS)* is the first national operational component of the I-MANAGE Program. This initiative to support Department-wide human resource management activities with CHRIS and improve services to end-users continues to make progress with the implementation of recent improvements. The use of human resource and training administration workflow capabilities continues to expand across the Department. Modifications and enhancements planned in FY 2004 are to implement an electronic SF-50; complete analysis and design for key interfaces to STARS and Government-wide initiatives – the Recruitment One-Stop (ROS) and the Enterprise Human Resource Information System (eHRIS); pilot Public Key Infrastructure (PKI) – enabled system; and complete 83% or greater of all recruitment actions by automated system support.

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The eHRIS project was undertaken to establish a common core of human resource functions across the Federal government. The initial business case was part of the FY 2005 budget formulation process. The next step is the formation of working groups to develop the common core requirements. It is envisioned that a suite of tests will be required of vendors to achieve certification to sell into the Federal market, much like the financial software providers have to pass the JFMIP certification tests. This project is in the early planning stages and likely will take several years to complete.

The *E-Procurement* project initiative has been re-scheduled with deployment targeted to occur in FY 2005-2006. Project plan activities and milestones were updated to reflect the new FY 2004 project initiation start date with a corresponding date of December 2005 for deployment of the E-Procurement system. A feasibility study on available software solutions was completed and a determination made that a commercial-off-the-shelf (COTS) application is the best alternative to pursue. The Team conducting the study also identified high level functional requirements for the new system.

A related business process reengineering project, Streamlining Departmental Grants Processing (SDGP), is ongoing. Under this project, an examination of the business processes related to awarding and administering financial assistance awards is being conducted to identify opportunities for improvement. The results of the SDGP project analysis will be incorporated into the detailed requirements of the E-Procurement project.

In 2004, DOE will participate in the government-wide Grants.gov (formerly known as "E-Grants") initiative to meet the objective of having every federal agency transmit 100% of its discretionary grant opportunity notices to Grants.gov. Existing capability of the legacy system (the Industry Interactive Procurement System or IIPS) will be extended to provide this capability. The DOE Team will develop a standard announcement template for the Department's discretionary grant opportunity announcements. This template will be employed by DOE during the October launch of Grants.gov's E-Apply module. Additionally, DOE will participate in the Grants.GOV E-Apply pilot for submissions of research and related financial assistance applications upon completion of the definition of the R&R data requirements, which is expected to occur in the third quarter of FY 2004.

The Department's *E-Travel* initiative is one of 24 e-Gov projects and provides direct support for the President's Management Agenda as it relates to improving the internal efficiency and effectiveness of the federal government. The goals of E-Travel are to provide a government-wide web-based end-to-end travel management service; establish a cost model that reduces or eliminates capital investment and minimizes total cost per transaction for the government; and provide a policy environment based on the use of best travel management practices, therefore improving customer services. DOE has a Memorandum of Understanding (MOU) with GSA, the managing partner of the project, to migrate to the new system before the end of FY 2006. The status as of October 20, 2003 is that a narrowly focused re-competition is underway for the government-wide e-travel project known as *eTS*. The re-competition was triggered by a protest. The new awardee(s) will be announced by mid-November. The Department's next milestone is to complete a transition plan by March 2004. During August through September 2004, the DOE Team will focus on completing testing of the eTS solution; completing coordination with the STARS development Team on the interfaces to support eTS; and, establishing a DOE National E-Travel Project Office. Because of potential cost savings, we are also conducting a policy review to see what the possibilities are for contractors to use the system especially to support foreign travel related to mission-support.

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The **e-Payroll** – a Government-wide initiative - to outsource Department of Energy (DOE) Payroll to the Defense Finance and Accounting Service (DFAS) Civilian Pay Office was completed and the 1st DFAS Pay was made to DOE staff on October 2, 2003. This Departmental initiative was a collaborative effort between the DOE and DFAS staff providing a seamless transfer of employee payroll from the current system to the DFAS Civilian Pay Office.

On August 13, 2003, a decision was made by the I-MANAGE Program Manager to merge the *Integrated Document Management System (IDMS)* and the streamlined *Freedom of Information Act (FOIA)* efforts under one project. When implemented, IDMS will integrate multiple components of correspondence, documents, and records management within the Department throughout their lifecycle. The IDMS initiative will require funding for business case planning and analysis. With the automation of functionality for FOIA, the ability of citizens to make Freedom of Information Act requests will be greatly enhanced and DOE will improve its ability to coordinate policy and track the status of FOIA responses. Interviews with stakeholders to discuss project scope and demonstrations from vendors are ongoing. FOIA Team members have initiated efforts to identify specific business requirements, and have held meetings with representatives from the FOIA Office and the Field. More detailed project planning is scheduled for FY 2004.

STARS Accounting Transition Planning for Data Integrity

It is essential to the integrity of DOE's financial information that we transfer accurate and high quality data into STARS, and that we have complete source documents on-hand to support accounting balances at start-up. To facilitate accomplishing this effort, the I-MANAGE Integration Team Deployment Managers developed a STARS Accounting Transition Plan. This plan provides an inventory of actions that need to be completed for a smooth and successful transition to the new operational system. The STARS Accounting Transition Plan, providing specific actions and milestones, was disseminated in a memorandum from Jim Campbell, Acting Director of the Office of Management, Budget and Evaluation, and Acting Chief Financial Officer to all organizational Financial Management Officials on November 14, 2003. It is important to note that each organization is being asked to certify to Jim Campbell that the action items identified in the inventory have been satisfactorily completed by August 5, 2004. A copy of this memorandum and the STARS Accounting Transition Plan is available on both the STARS Project and the I-MANAGE Program web sites.

We acknowledge that there are many difficult challenges we must overcome to achieve our goals and recognize that this is a stressful time for the entire financial management community. We are also confident that these challenges will be met and that the implementation of STARS will be a success.

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What Cyber Security activities are being addressed for I-MANAGE Initiatives?

DOE Team efforts to provide for I-MANAGE Certification and Accreditation (C&A) for various I-MANAGE Projects is now underway. For **STARS**, preliminary C&A preparation activities have been initiated by the I-MANAGE STARS Team in an effort to prepare for the teams formal C&A process scheduled to begin on February 2004. An initial draft security plan is to be provided to the Cyber Security Team for review and editing in April 2004, with STARS C&A scheduled for completion in July 2004. Specific C&A activities for the **IDW** will be scheduled in the near future with the ME Cyber Security Team. The IDW date for completing C&A activities needs to be on the same schedule as STARS since both systems are scheduled to become operational on the same date. **CHRIS** C&A process activities have been started within the CHRIS Project Team. A joint risk analysis session will be held by the Cyber Security Team and CHRIS Project Team scheduled for November 2003. An initial draft security plan will be provided to the OMBE Cyber Security Team for review and editing by the end of November, with C&A activities scheduled to be completed in December 2003.

Thank you for your interest in the Newsletter. We invite you to visit the I-MANAGE Program website for additional information and welcome your comments and suggestions. The next *I-MANAGE Executive Steering Committee* meeting is scheduled for January 2004.

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Program and Project Sites:

<http://www.mbe.doe.gov/ME2-5/I-MANAGE/INDEX>.

<http://www.STARS.doe.gov>

<http://www.me.doe.gov/STARS>

<http://CHRIS.inel.gov/>

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